

## Caistor St Edmund Parish Council

Chairman: Jeanette Utting

Parish Clerk: Yvonne Wonnacott

Email: [csepc@hotmail.co.uk](mailto:csepc@hotmail.co.uk)

**Minutes of the Parish Council Meeting of Caistor St Edmund Parish Council held on Wednesday 9<sup>th</sup> January 2019 at 7.15pm at Framingham Earl Community Sports Centre (FECSC).**

**Present:** Cllr Jeanette Utting (JU), Cllr Barry Catchpole (BC), Cllr Paul Chapman (PC), Cllr Paul Kelly (PK), Cllr Anneliese Tofield (AT), Cllr Anne Barnes (AB) and Yvonne Wonnacott - Parish Clerk (YW).

**Apologies:** Cllr Simon Woods

**Members of the Public:** None.

Item		Action By
2018/92	<b>Apologies for absence.</b> Apologies were received and accepted from Cllr Woods.	
2018/93	<b>To receive declarations of interest in the following items of the Agenda.</b> None.	
2018/94	<b>To approve a time limit for the meeting.</b> It was agreed that the meeting should aim to finish by 9.00 pm.	
2018/95	<b>To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 14th November 2018.</b> The minutes of the Parish Council (PC) meeting held on 14th November 2018 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Utting.	
2018/96	<b>To discuss matters arising from the Minutes not on this Agenda.</b> <u>Markshall Road – Tree</u> Chair advised that the dead tree (near the bridge) had been removed and the vegetation had now been cleared improving visibility. <u>Markshall Road – Overgrown Hedges</u> Chair advised that works still outstanding, Parish Clerk to re-hasten Highways Department. <u>Raking Pit – Bug Hotel Sign</u> Chair advised that previous contact had agreed to provide artwork for sign. Parish Clerk to locate previous article written for Free for All magazine. Chair to produce new article for Free for All.	YW  YW/JU
2018/97	<b>Update from County Councillor Vic Thomson.</b> None provided.	
2018/98	<b>Update from District Councillor Trevor Lewis.</b> None provided.	

2018/99	<p><b>Financial Matters</b></p> <p>a) <u>Finance and Admin Report with financial summaries for approval</u> - Report circulated prior to meeting was approved.</p> <p>b) <u>Expenditure for approval as per Finance and Admin Report</u> – The following expenses were approved:  - Parish Clerks expenses for November @ £30.46 and December @ £21.93  - Additional expense to report, C K Professional Tree Services @ £50.00 was approved.</p> <p>c) <u>Proposed draft budget 2019/20</u> – Budget as previously circulated discussed and approved with the following changes;  - Extra £150 to be allowed for Caistor Parish Clerk salary  - Village Hall repairs to be increased to £300  Revised precept figure of £7,149, all agreed. Parish Clerk to advise Bixley Parish Clerk.</p> <p>d) <u>Donation request for 2019/20 from Caistor St Edmund Church</u> – All agreed to proposed donation of £125, a £50 increase. Parish Clerk to advise Church accordingly.</p> <p>e) <u>Donation request form Citizens Advice</u> – All agreed not in a financial position to donate.</p> <p>f) <u>Donation request from NARS</u> – All agreed not in a financial position to donate.</p> <p>g) <u>Online Banking</u> – As per e-mail previously circulated Parish Clerk requested that online banking be put into place with immediate effect, risks would be managed by existing procedures in place. All agreed. Parish Clerk to make necessary arrangements.</p> <p>h) <u>Internal Auditor</u> – All agreed to use N.J.Harrold as internal auditor for forthcoming year end. Parish Clerk to make necessary arrangements.</p>	<p>YW</p> <p>YW</p> <p>YW</p> <p>YW</p>
2018/100	<p><b>Planning Items</b></p> <p>a) <u>Correspondence received to date:</u> - 2018/1467, 3 Hall Cottages, appeal. Parish Clerk advised that PC was unable to submit new comment, therefore agreed existing comment to remain in place “no comments or views about this application”.</p> <p>b) <u>Decision notices received to date</u> – 2018/2693 and 2018/2694 both Tesco Supermarket, in relation to the hand car wash, both decisions were Approval with Conditions.</p>	

2018/101	<p><b>Councillor Vacancy.</b> Anne Barnes was co-opted as Parish Councillor onto Caistor St Edmund PC, proposed by Cllr Utting, seconded by Cllr Catchpole, all agreed. Cllr Barnes subsequently completed a “Declaration of Acceptance of Office”. A “Disclosable Pecuniary Interest” form was given to Cllr Barnes for completion within 28 days from appointment of office. Cllr Barnes to return to Parish Clerk once completed.</p>	AB
2018/102	<p><b>Governance Documents</b> All agreed to the following policies being renewed with no further amendments, agreed new review date of January 2022;</p> <ul style="list-style-type: none"> <li>- Equal Opportunities Policy</li> <li>- Grievance &amp; Disciplinary Policy</li> <li>- Health &amp; Safety Policy</li> <li>- Sickness Absence Policy</li> <li>- Lone working Policy</li> </ul> <p><u>Financial Regulations</u> All agreed for the revised Financial Regulations as previously circulated via e-mail to be adopted with immediate effect.</p> <p><u>Risk Management Scheme / Register</u> All agreed for the amended Risk Management Scheme / Register with amendments to the “Raking Pit” section, as previously circulated to be adopted with immediate effect.</p>	
2018/103	<p><b><u>Raking Pit</u></b> <u>Tree Inspection Template</u> Cllr Kelly to contact C K Professional Tree Services to establish if they have an existing template that we could adapt and/or adopt.</p> <p><u>Update</u> Cllr Chapman and Cllr Tofield advised that ongoing works had and will be undertaken for general maintenance and to keep paths clear. Chair thanked both Councillors for their work. Parish Clerk to laminate A4 sign stating “Persons at Work”.</p>	PK  YW
2018/104	<p><b>Sheila’s Memorial.</b> All agreed for plaque to be purchased and to be positioned under memorial tree. Plaque to be A4 size, landscape with agreed wording “Tree planted in memory of Sheila Baker, long standing member of Caistor St Edmund Parish Council”. To purchase brass plaque only as Cllr Kelly will mount plaque on suitable piece of wood. Parish Clerk to obtain pricing for approval.</p>	PK YW
2018/105	<p><b>2019/20 Meeting Dates and Venue</b> Meeting dates and venues as per Finance &amp; Admin Report were agreed, as below;</p> <ul style="list-style-type: none"> <li>- 8<sup>th</sup> May 2019 Annual Parish and Annual Parish Council Meetings (St Edmund’s Church)</li> <li>- 17<sup>th</sup> July 2019 (St Edmund’s Church)</li> <li>- 18<sup>th</sup> September 2019 (Arminghall Village Hall)</li> <li>- 13<sup>th</sup> November 2019 (Arminghall Village Hall)</li> </ul>	

	<ul style="list-style-type: none"> <li>- 8<sup>th</sup> January 2020 (Arminghall Village Hall)</li> <li>- 11<sup>th</sup> March 2020 (Arminghall Village Hall)</li> </ul> <p>In the case of absence of both Chair and Vice-Chair at a PC meeting, Cllr Catchpole agreed to Chair if required.</p>	
2018/106	<p><b>Items for the Parish Council meeting 13<sup>th</sup> March 2019.</b></p> <ul style="list-style-type: none"> <li>- Raking Pit – plantation of bulbs</li> <li>- May elections 2019</li> <li>- Litter Pick 2019</li> <li>- Parish Council forthcoming merger</li> <li>- Sheila’s Memorial</li> <li>- Membership renewals – NPTS and SLCC</li> </ul>	
2018/107	<p><b>Any Other Business</b></p> <p>None</p>	
2018/108	<p><b>To close the meeting.</b></p> <p>Meeting was closed at 8.20pm.</p>	

Minutes prepared by Yvonne Wonnacott 10/01/19

Approved ..... Date.....